

UNITED STATES DISTRICT COURT SOUTHERN DISTRICT OF CALIFORNIA

Request for Copies

(Instructions for completing form on reverse)

Federal Agency: _____

Name: _____

Address: _____

Phone: _____

Date of Request: _____

Case Name: _____

Case #: _____ **CR/CV/MG/MC**

Normally, all requests for copy work of ten (10) to fifty (50) pages will be completed within three (3) business days. Requests in excess of fifty (50) pages will be processed at the court's convenience.

Number of Copies	Description	Document Number	Document File Date	Certify *	Number of Pages *

** Certify and Number of Pages Columns are Optional*

Instructions for filling out the Request for Copies form

- C If you are employed by a federal agency, specify the agency name, your name, business address and business phone number.
- C In most instances, the following information can be obtained from WebCHASER in the Clerk's Office lobby or from WebPACER on the Internet (casd.pacer.uscourts.gov).
- C NOTE: Images of filed documents filed 7/1/96 or later, no matter the case year, can be viewed in WebCHASER.

Case Name: Name of the plaintiff verses defendant; example: USA v. Smith (criminal) or Jones v. Green (civil).

Case Number: U.S. District Court case number. If the case number is not known, query the party name. If the party name does not appear in WebCHASER and/or WebPACER, utilize the "party type" microfiche, in the Clerk's Office, to determine the case number. After writing the case number on the form, circle the case type:

cr = criminal	mg = magistrate
cv = civil	mc = miscellaneous

Number of Copies: Number of copies that must be made, per document, not number of pages.

Description: Description of document; examples: indictment, complaint, judgment ...

Document Number: Each document has a document number. If the case number is not in WebCHASER and/or WebPACER, utilize the microfiche to determine the document number.

Document File Date: The file date of each document can be determined in WebCHASER and/or WebPACER. If the case is not in ICMS/PACER, utilize the microfiche to determine the file date.

Certify: Check this column if you need the document certified. (Optional)

Number of Pages: Number of pages to be copied, per document. (Optional)